

ACCOUNTING ASSISTANT I

DEFINITION:

Under general supervision, performs a variety of routine to difficult accounting clerical, utility billing and cashiering work in support of City accounting and financial functions. Performs related work as required.

CLASS CHARACTERISTICS:

This is an entry level class of the accounting clerical series. Initially under close supervision, incumbents learn computing, posting, billing, cashiering, data entry and similar tasks. As experience and proficiency are gained, there is greater independence of action within established guidelines.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Act as cashier for the receipt of funds for various City utility, licensing, permit, and other activities.
2. Prepare receipts and balance cash received.
3. Process utility payments and enter appropriate data into an on-line computer.
4. Process periodic utility and garbage billings, including producing billing forms and preparing them for mailing.
5. Obtain information from and for consumers and complete forms to begin and end utility service.
6. Answer citizen inquiries by telephone and at the counter regarding services provided.
7. Maintain records, post to and reconcile various accounts.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform a variety of office support duties such as maintaining files, typing correspondence, processing mail and providing back-up to other City departments.
2. Perform other related accounting office support duties as assigned.

Accounting Assistant I

QUALIFICATIONS:

Knowledge of:

1. Basic bookkeeping and financial record keeping principles and terminology.
2. Basic cash handling and balancing methods.
3. Standard office practices, including filing methods.
4. Business arithmetic including percentages and decimals.

Skill in:

1. Making accurate arithmetic calculations and maintaining accurate records and files.
2. Understanding and carrying out oral and written instructions.
3. Receiving and balancing sums of money.
4. Developing and maintaining effective working relationships with those contacted in the course of the work.
5. Typing with sufficient speed and accuracy to enter and retrieve data from an on-line computer and prepare routine correspondence.

Ability to:

1. Rapidly learn the policies and procedures pertaining to the work.
2. Communicate effectively, both verbally and in writing.

JOB REQUIREMENTS:

1. Equivalent to graduation from high school.
2. One year of increasingly responsible experience involving the preparation and maintenance of accounting or financial records.

Some Accounting Office Assistant I positions require:

3. A valid California Class C driver's license in conformance with adopted City driving standards.

Accounting Assistant I

OTHER QUALIFICATIONS:

1. Some college level accounting or bookkeeping course work desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard, desk printer
3. Mainframe printer
4. Cash register
5. Telephone
6. Fax machines
7. Copy machines
8. Calculator
9. Typewriter
10. Binders
11. Automobile

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/hearing
3. Seeing
4. Sitting
5. Standing
6. Pushing/pulling
7. Manual dexterity
8. Speed in meeting deadlines
9. Lifting between 10 and 25 lbs.
10. Driving

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 99% of the time
Travel: varying conditions, 1% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels